

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

March 29, 2018

**MEMORANDUM**

**SUBJECT:** SES Reassignment

**FROM:** Kyle Barja  
HR Specialist, RTP Shared Service Center

**TO:** Timothy Watkins

Your reassignment to the SES position of Director, National Exposure Research Laboratory, ES-0340-00, has been approved. This position is located in the Office of Research and Development, National Exposure Research Laboratory, Durham, NC. The annual salary associated with this reassignment is \$186,634.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

If you have any questions about this reassignment, please contact me at 919-541-2477.

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Please indicate your preference by placing an X beside your choice and return this document via email to [barja.kyle@epa.gov](mailto:barja.kyle@epa.gov).

I wish to: \_\_\_\_\_ wait the full 15 calendar day notice period prior to this reassignment.

I wish to:   X   waive the 15 calendar day notice period and have the reassignment be effective **April 1, 2018.**

Signature: 

Date: 3/29/18